



Cavalla International University

GRADUATION CHECKLIST REQUIREMENTS

Are you graduating soon?

- ✚ Make sure to pay attention to degree candidate information on the graduation website and emails sent to your CIU email account. Students should pay attention to the following checklist.

Degree/Certificate Evaluation

- ✚ If you have questions about your degree evaluation or remaining requirements, schedule a meeting with your academic advisor and the Office of Records and Registration.
- ✚ After ensuring you meet all degree and graduation requirements, submit your graduation application online by the deadline date published in the Academic Calendar for the semester you plan to complete your degree requirements. The [Application for Graduation](#) link is in the Office of Records & Registration in the CIU Resources Center. The online application system will be accessible for currently enrolled students 24 hours a day, every day, from when the application opens through the online application deadline as stated on the Academic Calendar. After the online application closes, students can still apply online through the Office of Records and Registration. Applications will not be accepted after the last class day of the term. Students that are not currently enrolled who wish to apply for graduation can apply via the electronic Graduation Application.

Important Questions You Need to Verify on the Graduation Application:

- Is your degree/curriculum information correct on the graduation application?
 - Ensure your degree/curriculum information is correct before submitting your application, including minors, double majors, and double degrees.
- Is your name correct on the graduation application?
 - Make sure your legal name is accurate. This is the name that will appear on your diploma.
- Did you select a valid diploma mailing address?
 - Please ensure you have selected a mailing address for your diploma that will be valid after graduation. Diplomas will be mailed 2-3 weeks after your degree is awarded. If you need to make any changes to this address after applying, please email changes to mramos@cavallauniversity.edu. The deadline to make changes to this address is two days before the ceremony.

- **Will you be attending the ceremony?**
 - This step is important in order to ensure graduation ceremonies are similar in duration.

Attention Graduate & Undergraduate Students: Make sure to meet all requirements outlined by the Office of Graduate Studies and the Office of Undergraduate studies. Please email the Office of Records and Registration, and the Deans of the Office of Graduate and Undergraduate Studies with any questions regarding degree clearance.

Attention Law School Students: Make sure to meet all requirements outlined by the Office of Graduate Studies and the Office of Undergraduate Studies. Please email the Office of Records and Registration, and the Deans of the Barclay College of Law with any questions regarding degree clearance.

Outstanding Balances

- ✚ All outstanding balances must be paid in full prior to the release of diplomas. Be sure to check your student account and contact the [Office of Financial Aid & Bursar](#) with any questions regarding outstanding balances. You may contact Mrs. Raquel Williams, Vice President of Finance & Administration at: vpfa@cavallauniversity.edu

Financial Obligations

- ✚ In addition to the diplomas being withheld for candidates who do not pass the final degree audit, diplomas are also withheld from graduates who have failed to settle all financial obligations with the University in accordance with University and State rules. Students may review their account balance online to determine if there are any unsettled obligations that may prevent receiving their diplomas. You may contact Mrs. Raquel Williams, Vice President of Finance & Administration at: vpfa@cavallauniversity.edu

Preparing for Graduation

1. Verify the date and time of your ceremony – view the schedule of ceremonies. All students planning to participate in a commencement ceremony must do so in the ceremony designated for their college in the term in which they have an active graduation application.
2. Things to Order for a Ceremony - cap, gown, and announcements
3. Disability Accommodations
4. Guest Information
5. Graduation rehearsal and program arrangements.

Account Access After Graduation

- ✚ Access to accounts will be removed at varying times after you graduate.

Graduation Clearance

- ✚ Grades for all degree candidates are due from instructors as stated on the Academic Calendar. The final degree evaluation process will be conducted the first business day after the day degree candidate grades are due. If a student clears and the degree(s) is awarded, a conferral date for the degree(s) will be posted on the student's unofficial transcript or the student's Graduation Status Check will state the degree has been awarded. Per Student Rule 14.5- degree candidates that do not clear the initial process have until **5:00 p.m. the first Friday of the following term** to clear all requirements for the degree to be awarded. Candidates not cleared by this date must reapply for graduation in the future and pay the diploma fee again.

Diploma Shipment Information

- ✚ Diplomas for all Professional, Doctoral, Master's, and Bachelor's students will be mailed upon verification of completion of all degree requirements. Additionally, physical certificates are mailed to students that submit certificate graduation applications and complete all program requirements. These documents will be mailed to the address the degree candidate provided on their application for graduation. Diploma and Certificate mailing addresses must be updated before the graduation ceremony. Instead, students should email Degree Audit (mramos@cavallauniversity.edu) to have these addresses updated. Once a document ships for an awarded degree or certificate, graduates will receive an email with tracking information through their CIU email account. **Note: Please make sure that your name and personal information is accurate with your academic records, and that your mailing address is accurate before the degree is mailed out.**



